

Teleworking and Flextime

Section: Human Resources

Policy: University Housing follows the University of Georgia policies related to [Teleworking and Flextime](#).

Purpose: The University's regular business hours are 8 a.m. to 5 p.m. Monday through Friday. There are instances where individuals may work a different schedule; however, approval by management is required and exceptions will only be considered if there is a benefit to the department. This policy defines the process for requesting teleworking/flextime.

Scope: This policy applies to all fulltime employees.

Procedure:

- I. The [University Housing Teleworking and Flextime Pre-Approval Jotform](#) (associated with this policy) will be routed by the employee for approvals through the supervisory chain up to the executive director. If approved, the Jotform will go to University Housing Human Resources who will reach out to employees with next steps.
- II. If the flex arrangement is approved and is for more than a regular business day (i.e., eight hours) employee will also complete the [University of Georgia Telework & Flextime Agreement Form](#).
 - a. Employee will fill out request and include the executive director name/email in the supervisor/unit head field (Linda Kasper/Linda.Kasper@uga.edu).
 - b. Employee will include Dean of Students, Eric Atkinson (atkinson@uga.edu), in the optional second approver field. **This step is a division requirement.**
 - c. Executive director and VPSA will receive an automated email about the employee's request.
 - d. If approved, executive director will forward UHR final approval/denial.
- III. Approved teleworking/flextime requests on file will be reviewed on an annual basis by University Housing Human Resources. HHR will reach out to staff/supervisors to see whether the arrangement on file is to be renewed or cancelled.

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Created and approved by management team: July 20, 2021